

## **House Manager sought for US Diplomat to the Kyrgyz Republic**

US Diplomat to the Kyrgyz Republic is seeking a full time house manager to oversee the daily operation of the residence and plan and budget for social events at the residence. The chosen candidate will have the following skills, experience, and qualifications.

**Experience:** The successful applicant must have at least one year of experience in event planning and execution preferably in an international setting. They will have experience drafting menus, up keeping a residence, and supervising other employees.

**Skills:** The chosen applicant will possess basic English skills, the ability to use Microsoft Word and Excel in order to accurately budget and record household expenses and inventory. Basic knowledge of formal dining and reception protocol is a plus. Knowledge of American and international cuisines as well as current culinary trends is desired.

**Personality:** Keen organizational skills; flexibility in meeting the needs of the employer; confidence to make quick and correct decisions; a pleasant attitude and confidence in dealing with all levels of guests and Embassy staff.

**Salary:** To be determined based on the experience of the chosen applicant.